

अण्डमान तथा
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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

NOTIFICATION

Port Blair, dated the 14th July, 2010

No. 166/2010/F.No. 6-1(6)/2009-MPH(I).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated 11th April, 1960 and in supersession of Administration's Notification No. 143/24-2/86-MPH dated 22nd February, 1988, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to Non-Gazetted Group 'B' & 'C' posts of **Staff Nurse/Male Nurse, Laboratory Assistant, Operation Theatre Attendant, Sister Tutor, Driver, Health Educator, Physiotherapist, Radiographer, Insect Collector, Sanitary Inspector, Vaccinator, Sanitary Supervisor, Cook, Daftry, Peon, Ward Attendant, Chowkidar, Nursing Sister/Ward Master and Safaiwala (Sweeper)** borne in the Directorate of Health Services, Andaman and Nicobar Administration, namely:—

1. Short Title and Commencement:—

- (i) These rules may be called the Andaman and Nicobar Administration (Non-Gazetted Group 'B' and 'C' posts in the Directorate of Health Services) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of its publication in the Official Gazette.

2. Number, Classification and Scale of Pay:—

The number of said posts, their classification and the Pay Band and Grade Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule I to XIX annexed thereto.

3. Method of Recruitment, Age limit and other Qualifications :—

The method of recruitment, age limit, educational qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the attached Schedules.

4. Disqualification:— No person—

- (a) who has entered into or contracted a marriage with any person having a spouse living,
OR
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Powers to Relax:—

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, if necessary, relax any of the provisions of these rules with respect to any class or categories of persons.

6. Saving:—

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,
Andaman & Nicobar Islands.

Sd/-
Assistant Secretary (Health)

SCHEDULE - I

**RECRUITMENT RULE FOR THE POST OF STAFF NURSE / SR. MALE NURSE IN
THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	STAFF NURSE/ MALE NURSE
2.	No. of Post	324 (Three Hundred Twenty Four) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group-'B', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34800 Plus Grade Pay Rs.4600
5.	Whether Selection or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the instructions issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date for receipt of names from the Employment Exchange/the closing date for receipt of the application forms from candidates.
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. XIIth Std. (Senior School Certificate Examination) passed from a recognized Board/University/Institute. 2. Diploma in General Nursing/B.Sc. Nursing from a recognized Institution/College. 3. Should be registered with the Nursing Council. <u>Desirable:-</u> 1. Degree in Medical and Surgical Nursing/ Midwifery from a recognized School of Nursing/ College. 2. Two years experience.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'B' DPC consisting of :- 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-I

ANNEXURE TO SCHEDULE-I

DUTIES AND RESPONSIBILITIES FOR THE POST OF
'STAFF NURSE/ MALE NURSE'

The Staff Nurse is responsible for the complete Nursing Care of the patient assigned to her. The following duties could be shared with Nursing Students, if any and auxiliary staff such as Nursing Orderlies, Ward Boys, Ayahs, Sweepers and Situations Warrants.

1. General care of patients:-

- (i) Admission and discharge of patients.
- (ii) Assistants and instructions to patients and their relations.
- (iii) Bathing patients including daily care of mouth, nails and pressure points.
- (iv) Four hourly or more frequent attention to pressure points.
- (v) Giving and removing of bed pans and urine pots.
- (vi) Giving and removing of hot water bottles.
- (vii) Bed Making.
- (viii) Feeding of patients.
- (ix) Distribution of diets, milk etc.
- (x) Prescription of special foods, milk etc.
- (xi) Technical Nursing Care of patients.

1. (a) Administration of medicine.

- (b) Administration of injections.
- (c) Assistance in Administration of intervenes injections.
- (d) Prescribing for injection and clearing up.
- (e) Prescribing of medicines and injections given.
- (f) Taking and chatting T.P.R.
- (g) Round with doctor.
- (h) Technical procedures etc. e.g. Enema, Catheterization, Dressing, Irrigations, Oxygen Therapy, preparing of and clearing up after procedures.
- (i) Preparations for and assistance in clinical tests and medical procedures.
- (j) Form and post – operative care.
- (k) Urine testing.
- (l) Collecting labeling and dispatching of spec icons.
- (m) Escorting patients to and from departments.
- (n) Giving and receiving reports.

SCHEDULE - II**RECRUITMENT RULE FOR THE POST OF LABORATORY ASSISTANT IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	LABORATORY ASSISTANT
2.	No. of Post	35 (Thirty-five) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs. 2000
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 yrs. in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date for receipt of names from the Employment Exchange/the closing date for receipt of the application forms from candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. XIIth Std. (Senior School Certificate Examination) passed from a recognized Board/Institute/University with Science subjects 2. Diploma in MLT 02 years Course from a recognized Institute <u>Desirable:-</u> 02 years experience in Laboratory from a reputed Clinic/Hospital
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Medical Supdt., GBPH — Member 3. Director of AH & VS — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-II

ANNEXURE TO SCHEDULE-II**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'LABORATORY ASSISTANT'**

1. Routine urine examination.
2. Routine Fases examination.
3. Routine blood examination i.e. blood counts and parasites examination.
4. Other fluids (Fleural, Ascite etc.) for direct smear and culture.
5. Milky Analysis.
6. Serological examination.
7. Laboratory equipment care of.
8. Histology.
9. Pus for direct smear and culture.
10. Sputa for acid fast bacilli.
11. Swabs (throat, nose, ear, eye and ulcers direct smear and culture).
12. Scrapings for T.pallidum, B.lopas, fungi etc.

SCHEDULE - III**RECRUITMENT RULE FOR THE POST OF OPERATION THEATRE ATTENDANT IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	OPERATION THEATRE ATTENDANT
2.	No. of Post	07 (Seven) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group- 'C' (Non-Gazetted Non- Ministerial)
4.	Scale of Pay	PB-1 Rs. 5200-20200 Plus Grade Pay Rs.1900
5.	Whether Selection or Non-Selection post	Non-Selection
6.	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Does not arise
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/transfer grade from which promotion is to be made	From amongst the Dresser of A&N Health Department in the Pay Band Rs.5200-20200 plus Grade Pay Rs.1800 having 03 (three) years qualifying service in the grade. OR Ward Attendant in the Pay Band Rs.5200-20200 with Grade Pay Rs.1800/- having 08 years qualifying service in the grade

13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Medical Supdt., GBPH — Member 3. Director AH & VS — Member
14.	Circumstances in which UPSC is to be consulted	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-III

ANNEXURE TO SCHEDULE-III**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'OPERATION THEATRE ATTENDANT'**

1. Cleaning of Laboratory/Operation Theatre.
2. Cleaning of Laboratory Glassware.
3. Assisting the Male Nurse/Nursing Sister for preparation of culture, media, reagent etc.
4. Laboratory Peon.
5. Any other works assigned to him by his superiors in the Operation Theatre.

SCHEDULE - IV**RECRUITMENT RULE FOR THE POST OF SISTER TUTOR IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SISTER TUTOR
2.	No. of Post	02 (Two) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group- 'B', Non- Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 yrs. in accordance with the instructions /orders issued by Central Govt. from time to time) The crucial date for determining the age limit shall be the date for receipt of names from the Employment Exchange/the closing date for receipt of the application forms from candidates
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. XIIth Std. (Senior School Certificate Examination). 2. B. Sc. Nursing /Diploma in General Nursing & Midwifery from a recognized Nursing School/ Institution/College. 3. Must possess registration in Nursing Council. Desirable:- 1. M. Sc. Nursing from a recognized Nursing School/ Institution/ College. 2. 02 years teaching/clinical experience.

9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group 'B' DPC consisting of:-</u> 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Enclosed as Annexure to Schedule-IV

ANNEXURE TO SCHEDULE-IV**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SISTER TUTOR'**

1. Planning teaching programme in consultation with PNO.
2. Planning of students practical experience and ward assignments alongwith the PNO.
3. Planning of ward teaching programme along with PNO.
4. Teaching all nursing subjects.
5. Guidance of students in methods of study use of reference books and library. Individual attention to students when necessary.
6. Conduct of periodical examination.
7. Organization of discussions and debates.
8. Regular visit of practical field.
9. Organization of recreation and social programme alongwith PNO.
10. Any other duty assigned to her from time to time by her superiors.

SCHEDULE - V**RECRUITMENT RULE FOR THE POST OF DRIVER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	DRIVER
2.	No. of Post	70 (Seventy) 2010 (Subject to variation dependent upon the workload)
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs.1900
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable

7.	Age limit for direct recruitment	18-33 yrs. (for male candidate) (Relaxable for Govt. Servants for five years in accordance with the instructions /orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application from candidates.
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Certificate Examination) passed from a recognized Board/ Institute 2. Must possess valid driving license of LMV 3. Must qualify in the trade test. Desirable:- 1. Three years experience in Driving of LMV 2. Knowledge in minor repair and rectifying the minor defect in the vehicle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of :- 1. Director of Health Services — Chairman 2. Assistant Engineer (Mechanic) from Transport Deptt. — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-V

ANNEXURE TO SCHEDULE-V**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'DRIVER'**

1. He should possess valid driving license in hand.
2. He should wear proper uniform daily.
3. He must be able to read English/Hindi, Numerals and Figures.
4. He should drive the vehicle in safe way as per traffic rules.
5. He should be punctual in attendance.
6. He should maintain true and correct accounts of the journeys of vehicles in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
7. He should get the log book verified and signed by the designated authority on monthly basis.
8. He should keep the vehicle neat and clean by water washing, wiping and polishing.
9. He should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.

10. He must have practical knowledge of petrol & diesel engine working and able to locate faults and rectify minor running defects.
11. He must be able to change wheels and correctly inflate the tyre.
12. He should maintain tool kit in the vehicle.
13. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
14. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
15. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office.
16. He should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carrying out the repair.
17. He is responsible for timely reporting of break downs/accidents to the authorities.
18. He is responsible to collect the bills for repairing charges/cost of spareparts.

SCHEDULE - VI

RECRUITMENT RULE FOR THE POST OF HEALTH EDUCATOR IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of Post	HEALTH EDUCATOR
2.	No. of Post	20 (Twenty) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group- 'B', Non-Gazetted/Non- Ministerial
4.	Scale of Pay	Pay Band-2 Rs. 9300-34800 Plus Grade Pay Rs. 4200
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 yrs. in accordance with the instructions/orders issued from the Central Govt. from time to time) The crucial date for determining the age limit shall be the date for receipt of names from the Employment Exchange/the closing date for receipt of the application forms from candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential</u> :- 1. Bachelor Degree from a recognized University/ College. 2. Diploma in Health Education and Nutrition of 02 years course from a recognized University/Institution. OR Diploma in General Nursing and Midwifery with minimum 03 months Certificate Course in Health Education from CHEB, New Delhi.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group 'B' DPC consisting of:-</u> 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-VI

ANNEXURE TO SCHEDULE-VI**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'HEALTH EDUCATOR'**

1. Responsible for planning IEC activities for the whole state in consultation with the STO.
2. Arrange events around advocacy either directly or through a professional agency.
3. Help in hiring of professional agency on a short term basis to develop material for patient counseling and print media and sensitization of health providers.
4. Arrange to develop audio visual aids for help providers especially on IPC with help of professional agency.
5. Supervise, monitor and coordinate IEC activities at the district level.
6. Participate in health providers training specially in IPC.
7. Supervise, monitor and coordinate IEC activities at the state level.
8. Prepare an annual budget and calendar of IEC activities at the state level in consultation with the STO.

SCHEDULE - VII**RECRUITMENT RULE FOR THE POST OF PHYSIOTHERAPIST IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	PHYSIOTHERAPIST
2.	No. of Post	05 (Five) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted/Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.2800
5.	Whether Selection or Non -Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 yrs.) The crucial date for determining the age limit shall be the date for receipt of names from the Employment Exchange/the closing date for receipt of the application forms from candidates

8.	Educational and other qualifications required for direct recruitment	Essential:- 1. XIIth Std. (Senior School Certificate Examination) passed from a recognized Board/Institution 2. Degree/Diploma in Physiotherapy from a recognized Institution. Desirable:- 02 years experience in Physiotherapy from a reputed clinic/hospital
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH&VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-VII

ANNEXURE TO SCHEDULE-VII

DUTIES AND RESPONSIBILITIES FOR THE POST OF 'PHYSIOTHERAPIST

1. To treat the handicapped and deformed patients by conducting exercise.
2. To teach various exercises to the patients requiring exercise for improvement of their health.
3. To assist Surgeon in procuring Physiotherapy equipments and medicine for carrying out Physiotherapy patients.
4. To maintain physiotherapy unit and its equipments.
5. To carryout any other duties assigned to them from time to time.

SCHEDULE - VIII

RECRUITMENT RULE FOR THE POST OF RADIOGRAPHER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of Post	RADIOGRAPHER
2.	No. of Post	05 (Five) 2010 (Subject to variation dependent upon the workload)
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs.2400
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable

7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates
8.	Educational and other qualifications required for direct recruitment	Essential – 1. XIIth (Senior School Certificate Examination) passed from a recognized Board/Institution 2. Degree/Diploma in Radiography from a recognized Institute. Desirable :-1. 2 years experience in the field
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-VIII

ANNEXURE TO SCHEDULE-VIII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'RADIOGRAPHER'**

1. Taking diagnostic Radiographs of patients as required by Medical Officers.
2. Advising patients or ward staff regarding preparation of patient before X-Ray.
3. Developing and drying the exposed X-Ray films.
 1. Loading cassettes with X-Ray films.
 2. Storing unexposed X-Ray films properly.
 3. Keeping account of X-Ray films and other supplies.
 4. Maintaining record of X-Ray reports of the patients referred.
 5. Sending Radiographs and the opinions of the Radiologist to the department concerned.
 6. Receiving back the X-Ray films after the discharge of the patients and filing them in such a way that retrieval is easy.
 7. Taking precautions to protect himself, patients and other workers of the department from the hazards of X-Ray.
 8. Assisting the Radiologist in the deep X-Ray treatment.
 9. Assisting the Radiologist in the training of X-Ray technicians.

10. Wearing the film badge at all times of working in the department.
11. Carrying the portable X-Ray apparatus to other departments of the hospital and taking the Radiographs of patients seriously ill.
12. Keeping the premises of the department clean and adequately stocked with forms and stationer required.
13. Maintaining cordial public relations.
14. Performing duties as may be assigned by the hospital authorities.

SCHEDULE - IX

RECRUITMENT RULE FOR THE POST OF INSECT COLLECTOR IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of Post	INSECT COLLECTOR
2.	No. of Post	05 (Five) (2010) (Subject to variation dependent on workload)
3.	Classification	General Central Services Group- 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 plus Grade Pay Rs.1900
5.	Whether Selection or Non-Selection Post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Essential:- Xth Std. (Secondary School Examination) Passed from a Recognized Board/Institution
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Age:- Not applicable E.Q. :- Yes
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption is to be made	Promotion from amongst the Head Workers (Malaria and Filariasis, Surveillance Worker and Superior Field Worker) in the Pay Band Rs. 5200-20200 Plus G.P. Rs.1800 working in the NMEP organization of Health Deptt. who possess the Minimum qualification as prescribed in para 8
13.	If a DPC exists, what is its composition?	Group "C" DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-IX

ANNEXURE TO SCHEDULE- IX

DUTIES AND RESPONSIBILITIES FOR THE POST OF 'INSECT COLLECTOR'

1. He is responsible for day to day collection and dissection of Mosquitoes.
2. Any other works assigned to them by their superior officers.

SCHEDULE - X**RECRUITMENT RULE FOR THE POST OF SANITARY INSPECTOR IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SANITARY INSPECTOR
2.	No. of Post	09 (Nine) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group- 'C', Non- Gazetted/ Non- Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs.2400
5.	Whether Selection or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/ orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/ the closing date for receipt of application forms from candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. XIIth Std. (Senior Secondary School Examination) passed from a recognized Board/Institution 2. Diploma in Sanitary Inspector's Course of One year from a recognized Institute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group "C" DPC consisting of :-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-X

ANNEXURE TO SCHEDULE-X'**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SANITARY INSPECTOR'**

He will work under the general supervision of the medical officer in-charge of the Medical Officers and his duties are:-

1. He will assist the Medical Officer in carrying out health surveys of the villages in the block.
2. On the basis of survey, the Medical Officer will plan out a programme and the Sanitary Inspector will be responsible for its execution.
3. He will collect and consolidate vital statistics and submit and return to the Medical Officer.
4. He will help in the supervision and construction of wells, rural latrines and urinals, smokeless chullas (Magan Chulla), scakar bits, pavement of streets. For this purpose, the Sanitary Inspector must be in precaution of Blue prints of all the above items when can be procured from the District Malaria Officer (Health) of the areas.
5. He will be in-charge of the overall environmental sanitation programme in the block.
6. During his tours, he will visit schools for looking into the environmental conditions. He will also arranging to give health talks in these schools.
7. He will carryout all measures for the control of communicable diseases under the instructions of the Medical Officer i.e. immunization against smallpox, cholera, plague etc. and disinfect of wells and homes when necessary.
8. He will undertake control measures against fly and mosquito nuisance and will be responsible for spraying of residual insecticides. In fact he will be responsible for all vector control in his area.
9. He will bring to the notice of the Medical Officer cases of leprosy, tuberculosis, filariasis, yaws, if any and take measures for their isolation and treatment as directed by the Medical Officer.

SCHEDULE - XI**RECRUITMENT RULE FOR THE POST OF VACCINATOR IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	VACCINATOR
2.	No. of Post	09 (Nine) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Service Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1800
5.	Whether Selection or Non -Selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/instructions issued by Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of names from the Employment Exchange/the closing date for receipt of application forms from the candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential Qualification:-</u> 1. Xth Std. (Secondary School Examination) passed from a recognized Board/Institution 2. Certificate Course in Multipurpose Health Worker from a recognized Institute

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: Not applicable E.Q.: Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/transfer is to be made	From amongst the Head Worker (Malaria/Filariasis), Surveillance worker, Sanitary Supervisor working in NMEP and Public Health Organization with three years experience in the respective grade
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-XI

ANNEXURE TO SCHEDULE-XI**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'VACCINATOR'**

1. To carryout immunization of Children and mother.
2. To carryout mass vaccination in the event of epidemic and outbreak.
3. To collect and store vaccine properly and optimum temperature.
4. To sterilize the vaccine equipment including syringes and needles.
5. To prepare vaccine materials for the vaccination.
6. Any another duty assigned to them from time to time.

SCHEDULE - XII**RECRUITMENT RULE FOR THE POST OF SANITARY SUPERVISOR IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SANITARY SUPERVISOR
2.	No. of Post	02 (Two) 2010 (Subject to variation Dependant on workload)
3.	Classification	General Central Service Group – 'C', Non-Gazetted/ Non- Ministerial
4.	Pay Band/ Grade Pay/Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs.1800
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/ instructions issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange / the closing date for receipt of application forms from the candidates

8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Examination) passed from a recognized Board/Institute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: Not applicable EQ: Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion from amongst Safaiwalas failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/transfer is to be made	From amongst Safaiwala (Sweepers) in the Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/- working in the A & N Health Department having at least six years regular service in the grade on seniority basis.
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- XII

ANNEXURE TO SCHEDULE - XII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SANITARY SUPERVISOR'**

1. To supervise the activities of Safaiwalas by ensuring high quality of sanitation in the Hospital premises.
2. To monitor chlorination of water supply to the Hospitals.
3. To ensure cleanness and sanitation of different wards and toilets etc. of Hospital.
4. To educate the patient for maintaining the sanitation of the Hospital.
5. To collect and store the materials and item required for maintaining the sanitation of Hospital premises.
6. To supervise and collection of stores and sanitary disposal of Hospital wastes.
7. To ensure sanitation of the kitchen and proper disposal of the kitchen wastes.
8. To assist Matron in all activities relating to sanitation of the Hospital.

SCHEDULE - XIII**RECRUITMENT RULE FOR THE POST OF COOK IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	COOK
2.	No. of Post	45 (Forty-five) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Service Group- 'C', Non-Gazetted/ Non -Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1800
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS Pension Rules, 1972 ?	Not applicable

7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/ instructions issued by Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange / the closing date for receipt of application forms from the candidates.
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. Xth Std. (Secondary School Examination) passed from a recognized Board/Institute. 2. 02 years experience in the field of Cooking from a reputed Hotel/Restaurant
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-XIII

ANNEXURE TO SCHEDULE- XIII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'COOK'**

1. He will receive food articles according to indents for Steward/Store Keeper.
2. He will prepare food as required by the Dietician and according to the menu.
3. He will store cooked food properly till distribution.
4. He will distribute the food to the various wards for further distribution by the ward staff and prevent wastage of food.
5. He will supervise the duties of other auxiliaries working in the kitchen and in their training.
6. He will observe personnel hygiene and use the special clothing of aprons provided while performing his duties.
7. He will maintain cleanliness of the kitchen and utensils.
8. He will take safety precautions to prevent fire and injuries to those working in the kitchen.
9. He will perform such other duties as may be assigned to him from time to time.

SCHEDULE - XIV**RECRUITMENT RULE FOR THE POST OF DAFTRY IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	DAFTRY
2.	No. of Post	07 (Seven) 2010 (Subject to variation dependent on work load)
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non -Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs. 5200 - 20200 plus Grade Pay Rs.1800
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion/transfer
12.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/deputation/transfer is to be made	Transfer from amongst the Peon in the Pay Band Rs. 5200-20200 plus Grade Pay Rs.1800/- in the A&N Health Department on seniority basis
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-XIV

ANNEXURE TO SCHEDULE- XIV**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'DAFTRY'**

1. To be responsible for proper maintenance of records in the section/office.
2. To trace out old files/records as may be required by any members or staff in the section/office.
3. To verify the record/publications once in six months and report to the section officer/branch officer of any files/publications are missing out for a considerable period.
4. To stitch files and records/vouchers.
5. To collect and distribute stationery to the members of the staff in the section/office under the supervision of section diarist.
6. To see that all tables records in the section present neat and tidy appearance.
7. To ensure cleanliness in the section/office with the held of peon/sweeper.
8. To keep proper account of the articles of furniture etc. available in the section office and if any item is removed by other section for any specified purpose, he should ensure that the same is received back the section/office, and to keep at proper place.
9. To attend office half an hour earlier than the hours prescribed for the duties.
10. To attend to any other work which may be assigned to him by the section officer, dealing clerk and the diarist of the section/office, and
11. To attend to any other work which may be assigned to him by higher authorities.

SCHEDULE - XV**RECRUITMENT RULE FOR THE POST OF PEON IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	PEON
2.	No. of Post	41 (Forty-one) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Services Group- 'C', (Non-Gazetted/ Non- Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs. 1800
5.	Whether Selection or Non -Selection Post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/ instructions issued by Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange / the closing date for receipt of application forms from the candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. Xth Std. (Secondary School Examination) Passed from a recognized Board/ Institute <u>Desirable:-</u> Should be able to ride Bicycle/Two Wheeler
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	75% by direct recruitment and 25% on transfer basis failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion /deputation/transfer is to be made	Transfer from amongst Safaiwala having passed Xth Std. (Secondary School Certificate) working in Health Department in the Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs.1800 who have put in a minimum of 05 years service in the grade.
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of :-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-XV

ANNEXURE TO SCHEDULE- XV**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'PEON'**

1. He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
2. He will be attend to dusting of the tables and walls and furniture in the area of the office allotted to him and see that the stationery items kept on the desk are always ready for use.

3. He will see that the sweeper allotted to the area cleans floors, walls, toilet etc. daily before the office hours.
4. He will be on call during the allotted time.
5. He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner.
6. He will carry 'IN' correspondence and files from the main office to the officer's desk and carry out the 'OUT' correspondence to the main office from the officer's desk.
7. He will attend to the telephone calls when the officer is not in his seat.
8. He will run errands on officials business within the hospital and outside, if necessary.
9. He will expeditiously deliver the outgoing mail to the afforests and post office and bring the incoming mail from the post office and other officers.
10. He will bring tea and other refreshments from the canteen to the officer concerned whenever required.
11. He will assist in moving stores from one place to another within the hospital when ordered by responsible personnel. He will move stores from and to the hospital or go to bank to cash cheques etc.
12. He will assist in packing parcels, closing and stamping of letters.
13. Whenever necessary and authorized by the responsible personnel, he will also do the duties of a Chowkidar or a Gate Peon.
14. He will take only half an hour for his mid-day lunch and promptly return to duty after the lunch break.
15. He will do such other duties as may be allotted to him by hospital authorities.

SCHEDULE - XVI

RECRUITMENT RULE FOR THE POST OF WARD ATTENDANT IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of Post	WARD ATTENDANT
2.	No. of Post	235 (Two hundred thirty five) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Services Group- 'C', (Non-Gazetted/ Non- Ministerial)
4.	Pay Band/ Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs. 1800
5.	Whether Selection or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/instructions issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange / the closing date for receipt of applications forms from the candidates.
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. Xth Std. (Secondary School Examination) from a recognized Board/Institute <u>Desirable:-</u> 02 years experience from a recognized/registered Medical institution

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion /deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services - Chairman 2. Director of AH & VS - Member 3. Medical Supdt., GBPH - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-XVI

ANNEXURE TO SCHEDULE- XVI

DUTIES AND RESPONSIBILITIES FOR THE POST OF 'WARD ATTENDANT'

1. He will receive the patients on admission and assist the patient in getting into or out of the bed.
2. He will attend to the personal hygiene of patients, washing and cleaning teeth, changing clothing, giving enema etc.
3. He will prepare the patients for operations, laboratory, X-ray and other investigations.
4. He will transport patients to various departments in the hospital.
5. He will help in feeding patients and giving water to patients and washing utensils.
6. He will assist the Nurse or Doctor in diagnostic and treatment procedures.
7. He will assist in collection and handling of pathological specimens.
8. He will assist the Nurse in receiving supplies by running errands to other departments of the hospitals and in carrying messages to other departments and individuals in the hospital.
9. He will make beds for ambulatory patients and assist the Nurse in making beds of non-ambulatory cases.
10. He will assist the Nurses in getting supplies from laundry, disinfecting mattresses and dispatching dirty linen to the laundry.
11. He will clean and do dusting of beds, doors, windows and other furniture. He will assist in debugging and pest control of wards.
12. He will assist in sterilization of instruments appliances and dressing and dressing post operative wounds.
13. He will render frustrate patients in case of emergency.
14. He will prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfection.
15. He will do any other duty that may be assigning to him.

SCHEDULE - XVII**RECRUITMENT RULE FOR THE POST OF CHOWKIDAR IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	CHOWKIDAR
2.	No. of Post	39 (Thirty-nine) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Services Group-‘C’, (Non-Gazetted/ Non -Ministerial)
4.	Pay Band/Grade Pay /Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs.1800
5.	Whether Selection or Non -Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/ instructions issued by Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange / the closing date for receipt of applications forms from the candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. Xth Std. (Secondary School Examination) Passed from a recognized Board/ Institute. <u>Desirable:-</u> 02 (Two) years experience in Watch and Ward duty from a registered Security Agency/Home Guard.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group ‘C’ DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed Annexure to Schedule- XVII

ANNEXURE TO SCHEDULE- XVII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'CHOWKIDAR'**

1. He will be on duty punctually at the approved area. He will be alert through the period of duty and perform the duties diligently and with vigilance.
2. He will be responsible for the security of buildings, equipments and patients in the section allotted to him.
3. He will check that all doors and windows which have to be kept locked during the non-working hours of the hospital are accurately locked.
4. He will check daily and see that the fire fighting equipments is kept in good working condition and take immediate steps in fire fighting in case there is an incident of fire.
5. He will go round the area allotted to him to see that no unauthorized persons are in the premises and prevent unauthorized movement of personnel, equipment and supplies.
6. He will report immediately to higher authorities of unusual occurrence.
7. He will remain on duty till relieved.
8. When posted as a Gate Keeper he will see that only authorized persons are permitted to enter the premises.
9. He will perform duties as may be assigned by the higher authorities from time to time.

SCHEDULE -XVIII**RECRUITMENT RULE FOR THE POST OF NURSING SISTER/WARD MASTER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	NURSING SISTER/WARD MASTER
2.	No. of Post	38 (thirty- eight) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group- 'B', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-2 Rs. 9300-34800 Plus Grade Pay Rs. 4800
5.	Whether Selection or Non-Selection Post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of posts to be filled by various methods	100% by promotion.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made	Promotion from amongst the Staff Nurses/Male Nurses in the Pay Band of Rs.9300-34800 plus G. Pay Rs. 4600 in the Health Department having 08 years qualifying service in the respective grade. In case of B.Sc. Nursing 06 years as Staff Nurse/Male Nurse.
13.	If a DPC exists, what is its composition?	<u>Group "B" DPC consisting of:-</u> 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-XVIII

ANNEXURE TO SCHEDULE- XVIII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'NURSING SISTER/WARD MASTER'**

They are posted In-charge of a particular ward. They are responsible for the Nursing Care of patients in the Ward. They are responsible for all items issued to ward such as Ward Lines, Crockery, Furniture and Medical Equipments. They will check the articles from time to time which has been entered into a stock book. They are responsible that the treatment ordered is carried out properly.

Equipments or Furniture transferred from one ward to another should be reported to the sanctioning authority immediately. Furniture, Equipments, Crockery, Medical and Surgical appliances which require repairs or condemnation should be sent to the Store Keeper with a list in duplicate with the name of the articles detailed in it and with the initials of the Medical Officer of the Ward.

In case of losses or breakages, the circumstances under which they occurred and the name of the person or persons responsible should be clearly mentioned.

Any deficiency should be reported immediately to the Matron. They will report any mis-conduct, ill health of any other important matter of their staff to the Matron. He will see all subordinate staff are on duty in time and in proper uniform.

They will accompany Senior Medical Officer, Matron and Medical Officer on their rounds. They will inspect the diet and must be present at the time of distribution. If any deficiency is found in quality and quantity it should be reported to the Matron.

They will keep a stock book, Q.M. & Medical Store account books of medicines and will be responsible for any breakages or losses not properly accounted for. Hence they to immediately enter any breakage or loss in the breakage book and get the signature of the subordinate Nursing Staff responsible.

They will be responsible for allowing visitors only at prescribed time except in case of D.I. and S.I. cases. They will be responsible for carrying out the instructions from the Medical Officers regarding patients.

SCHEDULE - XIX**RECRUITMENT RULE FOR THE POST OF SAFAIWALA IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SAFAIWALA
2.	No. of Post	183 (One hundred eighty-three) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Services Group- 'C', Non- Gazetted/ Non-Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs.1800
5.	Whether Selection or Non -Selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the orders/ instructions issued by Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of names from the Employment Exchange / the closing date for receipt of application forms from the candidates
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Examination) Passed from a recognized Board/ Institution

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- XIX

ANNEXURE TO SCHEDULE- XIX

DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SAFAIWALA'.

1. He will clean wards, floors, sinker, lavatories and toilet, seats, windows, walls and other areas in the ward and auxiliary rooms attached to the wards and keep the hospital grounds clean and free from domestic animals.
2. He will clean urine pots, bed pans and other soiled or contaminated appliances.
3. He will provide bed pans and urine pots to patients with promptness and proper patients for operations and diagnostic tests.
4. He will assist in collection and handling urine and stool specimens.
5. He will transport dead bodies to mortuaries and disposed of specimens and organs removed during operations.
6. He will assist in disinfection of ailed linen, mattresses and terminal disinfection of wards and in conveyance of soiled linen to the laundry.
7. He will also do such other duties as may be assigned to him.